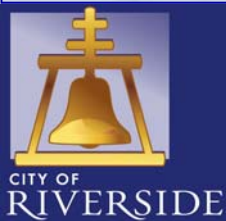


**The City of Riverside  
Parks, Recreation and  
Community Services Department  
Is Seeking An Experienced And  
Dynamic Professional To Serve As  
**RECREATION SUPERVISOR****



**Be a part of this exciting, creative, cooperative environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, community focused organization.**

**SPACE to learn & play SPACE to be safe & secure SPACE to create & Imagine**

## THE POSITION

One of the goals of the Parks, Recreation and Community Services Department is to facilitate a citywide effort to improve the livability of neighborhoods by providing a range of recreation and community service programs. Under general supervision from the Recreation Superintendent, the Recreation Supervisor will assist with the planning, coordinating, supervision of a variety of recreation and community service programs. The Recreation Supervisor may oversee some of the following: citywide special events, contract classes, community centers, marketing and sponsorship. This position provides highly responsible and technical staff assistance that is consistent with a high performance organization.

## INFORMATION

Typical duties may include:

- Administer a variety of recreation and community service programs;
- Supervise staff of approximately 3-5 full-time employees;
- Develop/continue positive relationship with schools, non-profits, and community based organizations;
- Communicate clearly and concisely in oral and written reports and presentations;
- Evaluate reports and operating/activity records of recreation centers and community programs;
- Assess effectiveness of programs and prepare recommendations for improvement;
- Participate in budget preparation, administration and control;
- Work varied schedule of hours including evenings, weekends and holidays, as needed;

## EDUCATION AND EXPERIENCE

- **Education:** Possession of a Bachelor's Degree (120 semester units) from an accredited college or university with major course work in sociology, political science, public administration, human relations or a closely related field.
- **Experience:** Three years of increasingly responsible full time supervisory experience in the development, administration and delivery of recreation and community service programs and activities.



*It is the people that make Riverside special...*

## THE IDEAL CANDIDATE

A trusted member of the Parks, Recreation and Community Services Team, the Recreation Supervisor should be enthusiastic, dedicated and a self starter who has a strong sense of fostering and maintaining interdepartmental and inter-agency cooperation and teamwork. The ideal candidate will be a professional who has knowledge of theories, principles, practices, laws and current trends in the parks, recreation and community services profession; considerable knowledge of principles and practices of public administration; organization, supervision, training, as well as operational characteristics of a highly diversified community; the principles and practices of employee motivation and supervision, training and performance evaluation; pertinent, federal, state and local codes and regulations.

## COMPENSATION

Salary is \$4,330–5,528 monthly.\* The City offers an extremely attractive benefits package, including:

- Retirement—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan.
- Health Insurance—The City offers two health insurance plans and contributes up to \$806 per month for employee and dependent coverage.
- Dental Insurance—The City provides two dental insurance plans and contributes \$45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$300,000.
- Deferred Compensation—The City contributes up to \$200 per month to a 457 deferred compensation plan for a minimum \$50 monthly employee contribution.
- Leave Benefits—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

\*Appointment may be made at any step contingent upon qualifications of successful candidate.

## THE COMMUNITY

Recently named one of "America's Most Livable Communities", Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.



The City is centrally located in the Inland Empire Region approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.

***Our commitment to the Community makes Riverside great!***

## CITY GOVERNMENT

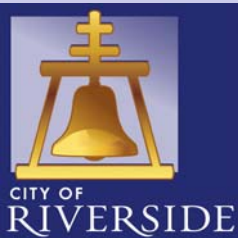
The City of Riverside was incorporated in 1883 and operates under the Council-Manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City's total budget of \$653.2 million reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport, library, and museum.

The City Manager indirectly supervises all City departments. Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Museum, Library, Community Development, Development, Airport, and Parks, Recreation and Community Services, as well as the City's financial operations.

Riverside emphasizes public participation through 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

## APPLICATION AND SELECTION PROCESS



An Equal  
Opportunity  
Employer

City of Riverside  
Human Resources Department  
3780 Market St., Riverside, CA 92501  
(951) 826-5922—Fax (951) 826-2552  
[www.riversideca.gov](http://www.riversideca.gov)

**Applications will be accepted until 5:00 pm on Friday, September 15, 2006.**

To be considered, please submit a City application. Submittal of resume is highly recommended. Applications are available online at: [www.riversideca.gov](http://www.riversideca.gov)  
Please reference **Job Code 648012**

Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates will be invited to compete in an oral interview and writing exercise on **Wednesday, September 27, 2006**. Candidates meeting the minimum qualifications will be placed on an eligibility list.

***Our core values are integrity and credibility, commitment to service and action, accountability, inclusiveness and diversity, loyalty, personal growth, innovation, and teamwork.***